

**Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs  
Internship Project Description Form**

Date: 4/18/18
Program Name: Develop and deploy EO515 Survey for Executive Agencies, and Assist with Identifying Executive Agency Use of Statewide Contract FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies
Location: Operational Services Division

**EEA INTERNSHIP POSITIONS ARE UNPAID**

Description of EOEEA Project: The Toxics Reduction Task Force was established to facilitate implementation of Executive Order 515, establishing an Environmental Purchasing Policy for all Commonwealth Executive Departments, an interagency Toxics Reduction Task Force was established with oversight and leadership by Operational Services Division and the Office of Technical Assistance and Technology.

An intern is needed to assist in compiling environmental and cost benefits of products from various contracts using online assessment tools.

Other projects may include:

- Explore the development and conduct an annual survey to Executive Departments on their compliance with EO515. Compile information from the survey to provide feedback on the effectiveness of the program and how to increase its value to state agencies.
- Analyze the cleaning products contract usage in order to determine target agencies for assistance.

Description of Internship Duties: The intern will work with the Director of Environmental Purchasing at OSD and assist in compiling spend data on sustainable products from statewide contracts. OSD receives quarterly vendor sales reports on contract spend. Intern will sort data in reports to pull out environmental product information, quantify, and run through various online calculators to document environmental benefits and spend data.

For the cleaning products work, intern will work with Director to analyze use data from the FAC85 contract to identify who is using the contract and who is not. If they are using the contract, could they be using it more? IF they are not using the contract, why and what additional information or assistance do they need to transition to the contract?

For EO515 annual survey – if time allows, intern would assist with compiling survey questions and appropriate agency contacts.

Description of Knowledge and Skills required:

- Use excel and have an understanding on how to sort data
- Able to write proficiently in English
- Ability to work well with others and alone
- Ability to research information and make recommendations

As an intern supervisor how will you add value to the EOEEA Internship program?:

I have used three four from this program, and all have left completing a concrete project that they can use for their resume. Interns learn about purchasing, and what environmental purchasing is – and get a greater appreciation for purchasing decisions. In addition, depending on how many hours intern can provide, we usually have the intern sit in on meetings to understand how OSD works.

**To apply for this position visit EEA's Website:** <https://www.mass.gov/how-to/how-to-apply-for-an-internship-at-the-executive-office-of-energy-and-environmental-affairs>